



POLICY AND PROCEDURE MANUAL

SECTION: Human Resources

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DATE: October 2022

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HUMAN RIGHTS COMMITMENT

PREAMBLE

Contact Brant is committed to upholding the human rights of all employees. Specifically, Contact Brant will ensure that every employee has a right to equal treatment under the protected grounds and aspects of employment established by the *Ontario Human Rights Code*:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

POLICY

Contact Brant will not discriminate against any of its employees under any of the protected grounds established by the Ontario Human Rights Code.

Contact Brant will ensure equal treatment for its employees, including, but not necessarily limited to, the following processes:

- Job applications
- Recruitment
- Training
- Transfers
- Promotions
- Dismissal
- Layoff

Contact Brant will ensure that the right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, and performance evaluations.

PROCEDURES

1. Duty to Accommodate: Contact Brant has a duty to accommodate employees to eliminate negative treatment based on the prohibited grounds of discrimination. Contact Brant will accommodate to the point of undue hardship which can only be considered when adjustments to a policy or practice would incur financial cost, necessitate outside funding, or create risks to the health or safety of a person.
2. Filing a Complaint: Contact Brant acknowledges that an employee who believes their rights have been violated may speak to a Human Rights Officer or file a complaint with the Ontario Human Rights Tribunal. Contact Brant will not retaliate against any employee who has filed a complaint with the Tribunal or had someone file a complaint on their behalf.